

SENIOR PERSONNEL CLERK

Code No.: 3-05-170
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is senior-level clerical work responsible for overseeing and participating in the processing of personnel or payroll transactions, and the maintenance of personnel and payroll records. The employee reports directly to, and works under general supervision of an administrative-level staff member. Independent judgment is exercised in accomplishing tasks. General supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Completes forms for personnel transactions, appointments, promotions, reassignments, and separations;

Participates in the bi-weekly processing of payroll including updating employee files, reviewing timesheets, and changing various deductions and checking reports and other summaries;

Answers questions regarding New York State Employees Retirement System;

Maintains up-to-date file on Retirement System practices and procedures;

Trains others in aspects of personnel and payroll, and checks work product;

Counsels new employees on employment benefits, and credit banks;

Assists employees with benefit questions and concerns;

Composes letters pertaining to personnel activities;

Enters personnel and payroll information into personnel database;

Oversees and participates in the preparation of various personnel and payroll reports;

Operates electronic office equipment such as a personal computer, scanner, printer, and calculator;

Performs clerical support duties for technical staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, practices, procedures, routines and equipment; good knowledge of record keeping; good knowledge of business arithmetic; good knowledge of personnel practices and Civil Service rules and laws; good knowledge of employee payroll and benefit activities; working knowledge of personnel practices; working knowledge of data processing pertaining to payroll applications; ability to maintain records on standardized forms; ability to maintain an alphabetical filing system; ability to prepare arithmetic and standardized reports; ability to advise employees of their employee benefits; supervisory ability; ability to understand and carry out relatively complex oral and written instructions; ability to communicate effectively orally and in writing; ability to

express oneself clearly and concisely; ability to operate electronic office equipment such as a personal computer, scanner, printer, and a calculator; ability to deal with the public; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree, or successful completion of sixty (60) college semester credit hours plus one (1) year paid full-time or its part-time equivalent experience in a clerical or secretarial capacity, or performing personnel or payroll activities; OR
- (B) Two (2) years paid full-time or its part-time equivalent experience in a clerical capacity, personnel or payroll activities; OR
- (C) An equivalent combination of education and experience as described in (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: March 31, 1988

REVISED: July 9, 2018

REVISED: May 2, 2024